

**APPRENTICESHIP STANDARD – Production Co-ordinator
OCCUPATION: Production Management (Media)**

Production co-ordinators (also known as production secretary's and assistant production accountants) co-ordinate production logistics, finance, personnel, equipment and data on Film and TV productions both on and off set. They may work for a variety of medial employers from large multi-national organisations to small production companies. This Standard will also provide a progression route for runners and production assistants completing the Broadcast Production Assistant Standard.

CORE SKILLS & KNOWLEDGE

WORK AREAS	KNOWLEDGE & UNDERSTANDING: A Production Co-ordinator knows and understands:	SKILLS: A Production Co-ordinator is able to:
Pre Production	<ul style="list-style-type: none"> • How to research and generate ideas for film or television production • How to obtain content and ensuring the production company owns the necessary legal rights • How and when to liaise and negotiate terms with literary agents and lawyers • How to identify and secure copyright issues • How to identify relevant information and people in order to fulfil the research brief • How to obtain archive material for production • How to locate and use appropriate and reliable financial information and advice • How to summarise and record the budget plan • Specifications for the crew, the facilities and the technical services required for the production • How to accessing potential suppliers and crew members • How to secure contracts and rates • Industry regulations and codes of practice 	<ul style="list-style-type: none"> • Research ideas for a film and television production and present findings • Obtain content and assets for use in productions • Identify, access and use archive material in productions • Ensure that copyright issues relating to all relevant materials are identified and concluded before production commences • Ensure systems are in place so that issues relating to archive, intellectual property and music are monitored throughout the production process • Monitor and control compliance with legal and financial regulations, non-statutory requirements and codes of practice • Assist with preparation of a production budget • Identify and source the resources required for the production • Select crew and suppliers to meet production requirements • Organise pre-production activities on a film or television production

Production	<ul style="list-style-type: none"> • The end to end production workflow • Commonly used and emerging technology and relevant business systems • The different types of activities which occur in the various stages of the production process • The different environments, formats and types and scales of production that affect the nature and quantity of resources required • Organisational policies, legal and financial requirements which apply to obtaining resources • Financial control systems and procedures • The impact of financial outcomes on the production, strong numeracy skills • Legal requirements and documentations for working with different personnel and animals • How to obtain information on progress with the production • What is required by other departments and facilities in relation to the cast • How to identify and address potential health and safety risks • Your responsibility for the health and safety of others on a production 	<ul style="list-style-type: none"> • Contribute to the drafting of scripts, cues, links or written content in television production • Use production resources effectively • Maintain and monitor the use of production materials, equipment and supplies • Monitor financial control systems and procedures • Liaise with appropriate government agencies as required • Co-ordinate activities to support production personnel • Compile daily progress reports, organising travel and accommodation requirements • Co-ordinate production paperwork - this will include schedules, scripts, call sheets, technical requisitions, camera sheets, cast, and crew lists • Support cast, crew, and contributors, including chaperones and tutors where appropriate • Co-ordinate logistics for cast and crew • Assist with management of the set • Produce a risk assessment for every shoot day, having identified, with others, the potential risks to crew health and safety • Resolve problems in conjunction with technical experts
Post Production	<ul style="list-style-type: none"> • The requirements of the post-production schedule • The post production process • The legal and ethical considerations surrounding the release of information regarding the production to the press and public 	<ul style="list-style-type: none"> • Support the post production process • Accommodate the technical needs of the post production team as well as the creative requirements of the production • Work collaboratively with senior personnel to ensure the final product is delivered to industry standards • Provide release material for the delivery of the production

Behaviours - A Production Co-ordinator will be expected to demonstrate:

- Adaptability, initiative and a keen ability to problem-solve
- An ability to work effectively both individually and collaboratively as part of a team
- Resilience
- The ability to Influence and persuade
- Attention to detail and a high level of numeracy and accuracy
- Enthusiasm to learn and develop professionally
- Ethics and values, respecting equal opportunities and diversity in the workplace

Level

This apprenticeship is set at level 4

Qualifications

Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

Duration

The apprenticeship will typically take at least 15 months to complete.

Review date

September 2020.